# Completing the new Adult/Adolescent HIV and AIDS Confidential Case Report Form

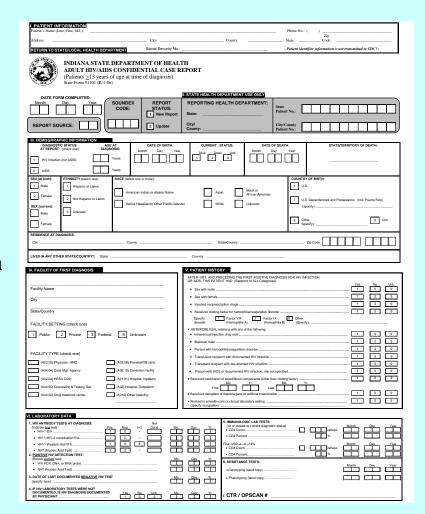
Office of Clinical Data and Research Indiana State Department of Health Toll free 800-376-2501 or 317-233-7406

# **HIV/AIDS Case Report Forms**

Accurate, thorough, case reports provide demographic information regarding the spread of the HIV/AIDS infection.

Reporting sex, race, ethnicity, and behavior allows us to to gear programs toward specific populations and areas of need.

Case reports need to be initiated within 72 hours after notifying the person they are positive. If a person does not return for their test result, send in the report at that time. All HIV-infected pregnant women must be reported immediately. All babies born to HIV-infected or AIDS-diagnosed mothers must be reported immediately after birth. Please indicate the baby's pediatrician.



PATIENT INFORMATION Patient's Name (Last, First, M.I.):			Phone No.: ( )	
Address:	_ City:	County:	State:	Zip Code:
RETURN TO STATE/LOCAL HEALTH DEPARTMENT	Social Security No.:		- Patient identifier info	ormation is not transmitted to CDC! -

- Print the legal name. If known, put maiden names and aliases in parentheses.
- For Dept of Correction inmates, include both the name <u>and</u> offender number. It is NOT enough to list just the offender number.
- Enter the social security number. It is used to make certain we have the correct person and to prevent duplication of patients.

[	DATE FO	ORM COMP	PLET	ED:	
Mon	th	Day		Υe	ear
REP	ORT S	OURCE:		I	

- Enter the date the report is completed.
- ISDH will complete the report source.

# II. STATE HEALTH DEPARTMENT USE ONLY

		II. STATE HEALTH DEPARTMENT USE ONLY							
SOUNDEX	REPORT	REPORTING HEALTH DEPARTMENT:	State		ı				$\overline{}$
CODE:	STATUS:  1 New Report	State:	Patient No.:	L					
	2 Update	City/ County:	City/County Patient No.:						

III. DEMOGRRAP	HIC INFORMATION					
DIAGNOSTI			DATE OF BIRTH:	CURRENT STATUS:	DATE OF DEATH:	STATE/TERRITORY OF DEATH:
AT REPORT:	(check one) DIAGN	OSIS:	Month Day Year	Alive Dead Unk.	Month Day Ye	par
1 HIV Infection	(not AIDS)	Years		1 2 9		
2 AIDS		Years				
SEX (at birth):	ETHNICITY (select one):	RACE (se	lect one or more):			COUNTRY OF BIRTH:
1 Male	1 Hispanic or Latino	l		П., П	Black or	1 U.S.
2 Female		Ar	merican Indian or Alaska Native	Asian	African American	
	2 Not Hispanic or Latino	l —				7 U.S. Dependencies and Possessions (incl. Puerto Rico)
SEX (current):		I L Na	ative Hawaiian/or Other Pacific Islander	White	Unknown	(specify)
Male	9 Unknown				-	
Female					L	8 Other g Unk.

- Indicate whether the person is infected with HIV or has progressed to an AIDS diagnosis.
- Enter the date of birth correctly and legibly.
- Indicate if the person is alive or deceased. If deceased, enter the date of death and the state/territory where the person died.
- Mark the sex at birth and the current sex.
- Indicate both the ethnicity and the race(s) of the person.
- Complete the Country of Birth. If born outside of the United States, write in the country.

RESIDENCE AT DIAGNOSIS:			
City:	County:	State/Country:	Zip Code:
LIVED IN ANY OTHER STATE/COUNTRY?: State:		Country:	-

- Enter the residence at first diagnosis. <u>It may not be the patient's current address</u> include the county, state/country if outside United States and zip code.
- Indicate any other states/countries where person may have lived. Enter this information even if it was prior to their diagnosis.

IV. FACILITY OF FIRST DIAGNOSIS	
Facility Name	
City	
City	
State/Country	
FACILITY SETTING (check one)	
1 Public 2 Private 3 F	Federal 9 Unknown
	<del></del>
FACILITY TYPE (check one)	
(A02.03) Physician, HMO	(A02.08) Prenatal/OB clinic
(A04.04) Case Mgt. Agency	(A06.19) Correction facility
(A02.04) HRSA Clinic	(A01.01) Hospital, Inpatient
(A04.05) Counseling & Testing Site	(A02) Hospital, Outpatient
(A04.02) Drug treatment center	(A010) Other (specify):
_	

- Enter the entire name of the facility where the first positive HIV test was collected. Include the city and state/country of the facility.
- The facility of <u>first</u> diagnosis may be different from the facility where the form is being completed.
- Indicate if the facility is public, private, federal, or you do not know.
- Indicate the facility type.

V. PATIENT HISTORY	
AFTER 1977, AND PRECEDING THE FIRST POSITIVE DIAGNOSIS FOR HIV INFECTION OR AIDS, THIS PATIENT HAD (Respond to ALL Categories):	
• Sex with male	Unk. 9
Sex with female	9
Injected nonprescription drugs	9
Received clotting factor for hemophilia/coagulation disorder	9
Specify 1 Factor VIII 2 Factor IX 8 Other disorder: (Hemophilia A) (Hemophilia B) (Specify):	
HETEROSEXUAL relations with any of the following:     Intravenous/injection drug user	9
Bisexual male	9
Person with hemophilia/coagulation disorder	9
Transfusion recipient with documented HIV infection	9
Transplant recipient with documented HIV infection	9
Person with AIDS or documented HIV infection, risk not specified	9
Received transfusion of blood/blood components (other than clotting factor)	9
Mo. Yr. Mo. Yr.  First Last Last 1  • Received transplant of tissue/organs or artificial insemination	9
Worked in a health-care or clinical laboratory setting	9

- Patient History is important in determining a person's probable source of exposure to HIV.
- Indicate <u>yes, no, or unknown</u> for all bullet points. Ask the person, do not guess.

- Indicate the type of test used for diagnosis; the result; and the month, day, and year of the test. There must be a positive Western Blot (WB) or physician's diagnosis for an HIV diagnosis.
- If there is only a positive EIA/ELISA with a negative or indeterminate WB and NO physician's diagnosis, DO NOT complete a case report form. Depending on risky behavior, offer an appropriate retesting timeframe for a negative WB. A WB that is indeterminate should always have a repeat test done.
- Indicate the date of the last negative HIV test.
- If a physician wants to document an HIV diagnosis without test results to back the diagnosis, he/she must indicate the month, day, and year that the diagnosis was determined. Indicate in the comment section why the diagnosis is being made.
- Indicate CD4 results and genotype/phenotype information in the appropriate boxes.
- Counseling and Testing Sites: You must indicate the CTR/OPSCAN Number on line #7.

VI. LABORATORY DATA					
1. HIV ANTIBODY TESTS AT DIAGNOSIS: (Indicate first test)	Mo.	Day	Yr.	5. IMMUNOLOGIC LAB TESTS: (At or closest to current diagnostic status)  • CD4 Count	Month Day Year  Month Day Year  Month Day Year
(Record <u>earliest</u> test)  HIV PCR, DNA, or RNA probe	Mo.	Day	Yr.	6. RESISTANCE TESTS:	Month Day Year
NAT (Nucleic Acid Test)				Genotyping (send copy)	
3. DATE OF LAST DOCUMENTED <u>NEGATIVE</u> HIV TEST (specify type):	Mo.	Day	Yr.	Phenotyping (send copy)	
4. IF HIV LABORATORY TESTS WERE NOT DOCUMENTED, IS HIV DIAGNOSIS DOCUMENTED BY PHYSICIAN?         Yes         No         Unk.           1         0         9	Mo.	Day	Yr.	7. CTR / OPSCAN #	

VII. PHYSICIAN INFORMAT	TION		
Physician's		Phone	Medical
Name:	(Last, First, M.I.)	No.: ( )	Record No.:
Name of Facility	(====, :,	Complete	
or Practice:		Address:	
		Person	Phone
Email:	FAX: ( )	Completing Form:	No.: ( )
	- Physician i	dentifier information is not transmitted to	o CDC! -

- Legibly print the physician's first name and last name and the phone number where the physician can be reached.
- Please include the medical record number, if available.
- Indicate the Hospital/Facility where the patient/client is receiving care at the time the form is completed. Indicate the email address and fax number of the facility.
- Indicate legibly the first name and last name of the person completing this form <u>and</u> the phone number where they can be reached.

VIII. VIRAL LOAD DATA*	<del>-</del>			
bDNA	NASBA	RNA PCR	Results	Date/
bDNA	NASBA	RNA PCR	Results	Date/

• Indicate the laboratory that ran the viral load test. Mark the type of test run, the result, and the date the blood was drawn/collected.

- Information listed here will define an <u>AIDS</u> diagnosis.
- Be sure of the diagnosis and the <u>date</u> of diagnosis. Be certain there is a definitive diagnosis for those that do not allow a presumptive diagnosis.

IX. CLINICAL STATUS	
CLINICAL Yes No ENTER DATE ASYMPTOMATIC (including acute retroviral syndrome and PREVIEWED DIAGNOSED AS:  ENTER DATE ASYMPTOMATIC (including acute retroviral syndrome and Persistent generalized lymphadenopathy):	Mo Day Yr. <u>Symptomatic</u> Mo Day Yr. (not AIDS):
Initial Diagnosis Initial Date	Initial Diagnosis Initial Date
AIDS INDICATOR DISEASES Def. Pres. Mo. Day Yr.	AIDS INDICATOR DISEASES Def. Pres. Mo. Day Yr.
1) Candidiasis, bronchi, trachea, or lungs	14) Lymphoma, Burkitt's (or equivalent term)
2) Candidiasis, esophageal	15) Lymphoma, immunoblastic (or equivalent term) 1 NA NA
3) Carcinoma, invasive cervical	16) Lymphoma, primary in brain
4) Coccidioidomycosis, disseminated or	17) Mycobacterium avium complex or M. Kansasii, 1 2
5) Cryptococcosis, extrapulmonary	18) M. tuberculosis, pulmonary*
6) Cryptosporidiosis, chronic intestinal	19) M. tuberculosis, disseminated or extrapulmonary* 1 2
7) Cytomegalovirus disease	20) Mycobacterium, of other species or unidentified 1 2
8) Cytomegalovirus retinitis (with loss of vision) 1 2	21) Pneumocystis carinii pneumonia
9) HIV encephalopathy	22) Pneumonia, recurrent, in 12 mo. period
10) Herpes simplex: chronic ulcer(s) (>1 mo. duration);	23) Progressive multifocal leukoencephalopathy
11) Histoplasmosis, disseminated or extra pulmonary 1 NA NA	25) Toxoplasmosis of brain
12) Isosporiasis, chronic intestinal (>1 mo. duration) 1 NA	26) Wasting syndrome due to HIV
13) Kaposi's sarcoma	
Def. = definitive diagnosis Pres. = presumptive diagnosis	*RVCT CASE NO.:
If HIV tests were not positive or were not done, does this patient have an immunodeficiency that would disqualify him/her from the AIDS case definition?	res 0 No 9 Unknown

X. TREATMENT/SERVICES REFERRALS			
Has this patient been informed of his/her HIV in This patient's partners will be notified about the  1 DIS (Local Health Department)  1 ISDH Surveillance office needs to notify	ir HIV exposure and counseled by: Physician/provider 3 Patient	① No ② Unk. ⑨ Unk.	This patient is receiving or has been referred for:  • HIV-related medical services
This patient received or is receiving:  Anti-retroviral Yes No Unk. therapy	1 NIH-sponsored 2 Other 3 None	Clinic  1 HRSA-sponsored  2 Other  3 None  9 Unknown	This patient's medical treatment is <u>primarily</u> reimbursed by:  1 Medicaid 2 Private insurance/HMO 3 No coverage 4 Other Public Funding 7 Clinical trial/ government program 9 Unknown

- Indicate if the person has been informed of his/her diagnosis.
- Indicate who will notify partners.
- Specify Mental Health Service referrals. Indicate for what purpose: specify bipolar, schizophrenia, paranoia, depression, non-injection drug use, alcohol abuse, suicidal tendencies, etc.
- Complete all sections regarding treatment accurately and completely.

- The person providing the positive test result MUST post-test counsel the patient. This MUST include informing him/her that there are laws that say they may not donate blood, plasma, organs or tissue, AND that they MUST inform all sex and needle sharing partners BEFORE they engage in any sexual or needle sharing acts. However, it is important that ALL subsequent health care providers reinforce this point and document it in their medical records.
- Indicate the first and last name of the person who did the post-test counseling and the phone number where they can be reached.

I. POST-TEST COUNSELING				
Has the patient been told not to donate blood, plasma, organs, or other body tissue?	1 Yes	0 No	9 Unk.	Date
Has this patient been told of their duty to warn all sex and needle-sharing partners of their HIV status prior to engaging in this behavior?	1 Yes	0 No	9 Unk.	Date
MUST COMPLETE:				
Name of person that provided post-test counseling		Telephone No.	.: ( )	

## **COMPLETE THIS SECTION FOR ALL FEMALES**

II. FOR FEMALES ONLY	
Is the patient currently pregnant?	
Obstetrician/NP/Clinic/Family Doctor:	Telephone No.: ( )
Is the above provider aware of her HIV status?	
Has the patient been offered information regarding the use of HIV treatment medications during pregnancy?	
Name of Child (Most recent birth after 1977):	
Hospital Name:	City: State:
Yes No Has the child been tested for HIV? If yes, what was the result?	Yes No  Was the child born before the mother's last negative HIV test?

- Indicate if the patient is currently pregnant.
- Enter the date of expected delivery.
- Indicate the name and phone number of the health care provider for this pregnancy.
- Indicate if the health care provider is or is not aware of the patient's HIV status.
- Indicate if the patient has received information on antiretroviral medications in relationship to pregnancy. Indicate if she declined medications.
- List the name of the most recent birth since 1977 and his/her birth date.
- Indicate the name of the hospital, city, and state where the child was born. Has the child been tested? List the result. Indicate if this child was born before the mother's last negative test.

(III. COINFECTION/PARTNERS					
COINFECTIONS:	Yes	No	Unk.	Diagnosis Date	Acute Chronic
Hepatitis B					
Hepatitis C					
Sexually Transmitted Disease (STD)				Specify ST	D:
Sexually Transmitted Disease (STD)          Specify STD:					
Sexually Transmitted Disease (STD)				Specify ST	D:
Names of known sex or IV drug using partners including spouse(s	) of last 10 years:				
Name:	Address:			Telephone No.:	Email:
1					
2					
3					
4					

#### • List Co-infections:

Indicate if the person has had a Hepatitis B and/or C diagnosis: Indicate the date of diagnosis. Was it an acute or chronic case? Sexually Transmitted Disease (STD): Specify which STD (chlamydia, gonorrhea, syphilis, HPV, herpes, other) and the date of diagnosis.

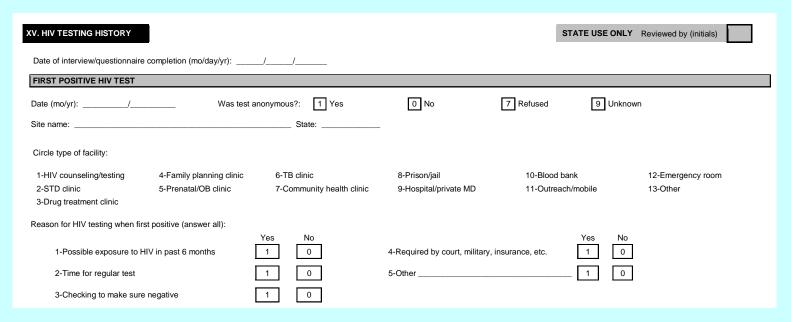
#### • Partners:

List sex and needle sharing partners for the last year and spouses for the last 10 years. Try to list these even if you or the patient are notifying them that they may have been exposed to HIV.

# **XIV.** State Use Only

XIV. STATE USE ONLY Census Tract		
NIR STATUS: This section is used only if a case has been previously entered as NIR or is being entered NIR. Choose response that corresponds to the current status.  NIR: Yes No Physician Current Send first reporter packet Address Current CLOSED admin. Sent to DIS Date RETURN TO SURVEILLANCE COORDINATOR	Current Status:  1 = Open (still seeking risk) 2 = Closed - Dead* 3 = Closed - Refused* 4 = Closed - Lost to follow-up* 5 = Investigated (risk still unknown)* 6 = Reclassified (risk has been found)*	Casework needed to complete report:           00 = Arrived complete         09 = Entire Case Report           01 = Demographic data         10 = Patient identifier           02 = Residence at Dx         11 = Clinical Status/AIDS or OIs           03 = HospitalFacility         12 = Treatment/Services/Referral           04 = Risk factor         13 = Post-Test Counseling           05 = Date of first Dx         14 = Female Only           06 = Laboratory data         15 = Co-infections-STD/HEP/TB etc           07 = Physician info         16 = Partners           08 = Case report         17 = Other
	Current Status:  1 = 1-2 calls/letters 2 = 2-4 calls 3 = 5-10 calls 4 = Investigated – to DIS (See NIR section) 5 = Other:	Surveillance Coordinator initials  Follow-up date  Follow-up plan

#### XV. HIV TESTING HISTORY



#### **First Positive HIV Test**

- Enter the month, day and year you are completing the testing history.
- Enter month and year of first Western Blot positive HIV test (Note: This may be the current test you are reporting, or a previous positive test. If the individual reports a previous Western Blot positive test, that test should be referenced for the remainder of the questions, not the current positive test.)
- Place an "X" over yes, no, refused, or unknown to indicate whether the first positive test was anonymous.
- Enter the name of the site where the individual first tested positive (e.g., Dr. Joe Smith), and enter the State where the individual first tested positive (e.g., Indiana).
- Circle the number 1-13 of the facility type that corresponds to the site listed above (e.g., 9-Hospital/private MD)
- Mark Yes or No for EACH of the five (5) possible reasons the individual got tested when he/she first tested positive. If "Other" is marked yes, please provide a reason.

FIRST EVER HIV TEST					
Date (mo/yr) (regardless of result):/					
LAST NEGATIVE HIV TEST					
Never had negative HIV	/ test 7 Refused	9 Unknown (S	kip to next section.)		
Date (mo/yr):/	Site name:		St	rate:	
Circle type of facility:					
1-HIV counseling/testing	4-Family planning clinic	6-TB clinic	8-Prison/jail	10-Blood bank	12-Emergency room
2-STD clinic 3-Drug treatment clinic	5-Prenatal/OB clinic	7-Community health clinic	9-Hospital/private MD	11-Outreach/mobile	13-Other

## **First Ever HIV Test**

• Enter the month and year the individual first got tested for HIV (*Regardless of result*)

## **Last Negative HIV Test**

- Place an "X" in the first box if the individual has NEVER had a negative HIV test result. Place an "X" in the Refused or Unknown box if appropriate. (Note: If the individual has never had a negative HIV test result, refuses, or is unknown then skip the rest of this section only)
- Enter the month and year the individual last tested negative for HIV.
- Enter the name of the site where the individual first tested positive (e.g., Dr. Joe Smith); and, enter the state where the individual first tested positive (e.g., Indiana).
- Circle the number 1-13 of the facility type that corresponds to the site listed above (e.g., 9-Hospital/private MD).

OTHER HIV TESTS			ANTIRETROVIRAL USE BEFORE DIAGNOSIS OF H	ΗV
Number of HIV tests in	2 years before first positive (	(include first positive result):	Used ARV in 6 months before diagnosis:	Yes No Ref Unk 1 0 7 9
first positive test	# of negative tests during	total # of tests in	If yes, names of ARV medications used:	(Continue in comments if necessary)
	prior 2 years	2 years	First date of ARV use (mo/day/yr):/	
			Currently using ARV:  If no. last date of ARV use (mo/day/yr):	Yes No Ref Unk  1 0 7 9

### **Other HIV Tests**

• Enter the total number of HIV tests the individual had in the two (2) years prior to his/her first Western Blot positive test result.

## **Antiretroviral Use Before Diagnosis of HIV**

- Place an "X" in the appropriate box (Yes, No, Refused, Unknown) for whether the individual has used Antiretroviral (ARV) medications in the past six (6) months.
- List the Antiretroviral (ARV) medications the individual has used, if the answer to the previous question is Yes.
- List the month, day, and year the individual first starting taking the Antiretroviral (ARV) medications.
- Place an "X" in the appropriate box (Yes, No, Refused, Unknown) for whether the individual is currently using Antiretroviral (ARV) medications.
- List the month, day, and year the individual last used Antiretroviral (ARV) medications, if he/she is not currently using ARV.

COMMENTS:	
	(Attach additional sheet if needed.)

#### **COMMENTS**

• Use this section for any other pertinent information such as:

Has spouse/partner been tested or reported?

Has patient been referred to care coordination? If so, coordinator's name, location and phone number.

Is patient from another state/country? If so, were they diagnosed there? Are there any reported symptoms, such as previous pneumonia, cancer, etc.? If patient has children, have they been tested? If positive, have they been reported?

Expected date of release from jail or prison.

List any other miscellaneous information you feel may be useful.

If you are aware of an HIV-positive child under 13 years of age and/or a woman with HIV that just delivered, contact your surveillance department for assistance in completing the appropriate forms.



NOTE: Additional case report forms and other reporting information can be obtained from the ISDH Web site at:

www.statehealth.in.gov/programs/hivstd/index.htm

Then, click on Confidential Case Report Forms and then the Adult Case Report Form; print.

Mailing labels can also be obtained by calling (800) 376-2501.

# **Surveillance Contacts**

Elkhart, Lake, LaPorte, - Sue Ann Mellon Porter, Newton, Jasper, (219) 755-3030 St. Joseph, or White Counties

Marion County - Sarah Burkholder, RN (317) 221-2132

All other counties, call ISDH Surveillance toll free (800) 376-2501